



**OFFICE OF THE  
TOWN ADMINISTRATOR**

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Town Administrator: *Evan Brassard*

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## **Vacancy Notice**

### **Grafton Maintenance Custodian**

The Town of Grafton is seeking motivated candidates for the position of Maintenance Custodian. This position is 40 hours per week with a salary range of \$20.86 - \$25.43, 1<sup>st</sup> shift 7 a.m. – 3:30 p.m. The position is responsible for the maintenance, safety and cleanliness of the town buildings. In addition to general maintenance of the building, which includes tasks such as changing light bulbs, cleaning restrooms, and maintaining floors, windows, carpets, furniture and fixtures, the custodian is responsible for snow and ice removal, grounds maintenance and occasional setting up for evening or weekend programs. The custodian will also be responsible for preventive maintenance to Town-owned equipment and facilities.

Candidates must possess knowledge of the use of tools, techniques, equipment, and procedures required in the repair and maintenance of the library; a knowledge of building systems, such as HVAC, electrical, and plumbing; and the ability to plan and prioritize work, be self-motivated, and perform multiple tasks within a timely manner. Employee must have the ability to operate cleaning and maintenance equipment in a safe and efficient manner.

Qualifications: high school diploma or equivalent, one (1) year prior work experience; or an equivalent combination of education and experience. A pre-employment physical will be required.

Letters of interest, resume and applications will be received in the office of the Town Administrator, 30 Providence Road, Grafton MA or by emailing [hr@graffton-ma.gov](mailto:hr@graffton-ma.gov).

The Town of Grafton is an AA/EEO employer.